

Integrated Vessel Response Plan Format Guidelines for Tank Vessels¹
Updated 3/5/99²

PLEASE NOTE: This Integrated Format is provided as a voluntary option. Use of this guidance matrix does not relieve a plan holder from ensuring that all agency requirements are complied with in developing an oil spill contingency plan. It is important that plan holders provide clear and accurate cross-references which demonstrate compliance with all applicable contingency planning regulations.

US COAST GUARD	MARPOL 73/78 ANNEX 1	ALASKA	WASHINGTON	OREGON	CALIFORNIA
33 CFR Part 155	Regulation 26	18 AAC 75	317-10 WAC	OAR 340-47	CCR Title 14.1.4.3.3 Sections 815- 820.1
I. Record of Changes 1035 (a)(5)		425 (c)(2) date of plan	050 (2) Log sheet, record of changes	150 (2))Plan amendments	816.02 (b) (2) (D) & (E) Log sheet
II. Table of Contents 1035 (a)(4)	No specific requirement	425 (d)(3) plan contents	050 (3) Table of contents	150 (3) Table of contents	816.02 (b) (2) (A) Table of Contents
III. General information and introduction 1035 (a)	Section 1 Introduction		050 (1) (a) Name, address, phone number for submitting party	150 (1) (a) Name, address, phone number for submitting party	818.02 (a) (1) (A),(B), & (C) Introductory material 818.02 (d) (2) Qualified Individual 816.02 (b) (2) (D) & (E) Log Sheet
A. Statement of Purpose/Scope		425 (a) be in a usable format 425 (c) promulgation letter 425 (d) plan contents 425 (e) (3) (A) operational overview	050 (1) Submittal Agreement requirements 050 (4) Purpose & Scope	150 (1) Submittal agreement 150 (4) Purpose and Scope	815.03 Purpose and Scope
B. List of vessels covered by name; reference VSA for additional vessel information1035 (a)(1)		425 (c)(1) covered vessels as in promulgation letter	050 (1) (d) Vessel name, etc.	150 (1) (d) (B)&(C) Vessel information	818.02 (a) (1) (A) Introductory Material
C. List COTP zones/geographic areas covered; reference GSA for details 1035 (a) (3)		425 (e) (3) (A)(iii) normal vessel routes in state waters	050 (4) (a) & (b) Geographic area and vessel operations covered by plan 050 (29) Spill risk variables within geographic area 050 (30) environmental variables within geographic area	150 (1) (d) (B) Oregon ports of call, types of operations 150 (4) (a) & (b) Region covered by plan 150 (23) (b) Sensitive areas 150 (28) Risk Variables 150 (29) Environmental variables	818.02 (d) (1) (A) Normal routes of travel
D. Certification letter 1025 (c)(2) & 1065 (b)		425 (c)(3) promulgation letter	050 (1) (b) & (c) Letter of acceptance & authority	150 (1) Submittal agreement	816.03 (d) (3) (6) Plan approval 816.04 (b) (1), (2), & (3) Implementation 818.01 (b) (2) Operation w/o a plan 818.02 (a) (1) (E) Certification statement

¹ See CFR 1040 for USCG regulations covering tank barges; all numbering should correspond. State regulations cited cover both tankers and tank barges in all states, plus cargo and passenger vessels in Oregon and Washington.
² This format guideline will be updated as needed to reflect any regulatory changes adopted by the participating agencies: the Alaska Department of Environmental Conservation, the Washington Department of Ecology, the Oregon Department of Environmental Quality, the California Office of Spill Prevention and Response, and the US Coast Guard.

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IV. Notification procedures and List of Contacts	Section 2 Mandatory Provisions				
A. Notification Checklist (in priority order as set by owner/operator) 1035 (b)(1) 1. Shipboard notification checklist 1035 (b)(2)(i), 1035 (b)(3), 1035 (b)(6), 1035(e)(2), 1035 (i)(5) 2. Shore-based notification checklist 1035 (b)(2)(i) & (ii), 1035 (i)(3), 1040 (i)(1)	2.2 Notification Procedures 2.4 Persons to be Contacted 2.6 National and Local Coordination	300 (a) Discharge notification 425 (e) (1) (A) Emergency Action checklist 425 (e) (1) (B) (i) Persons responsible for notification 425 (e)(1)(B) (ii) Notification of government agencies 425 (e) (1) (E) (ii) Notification of response action contractor 425 (e) (3) (C) Command system	050 (11) (a) & (b) Call-out list and responsible person 050 (17) (a) List of government authorities responsible for related emergency procedures	150 (11) (a) & (b) Notification call out list 150 (17) (a) Government agencies with related emergency authorities	818.02 (h) (1) & (4) Notification procedures, list of contacts, information checklist 818.02 (h) (2) (A), (B), & (C) Immediate notification of OSRO, QI, state OES, and NRC
B. Owner/operator contact information 1035 (a)(2) & 1035 (e)(1)		425 (e) (1) (B) (i) Title and number of person responsible for notification See IV. A	050 (1) (a) & (d) Name, address, and phone of submitting party plus vessel specific information	150 (1) (a) & (b) Owner/operator information 150 (1) (d) (B) & (C) Vessel information	818.02 (a) (1) (B) - (C) Owner / Operator contact information
C. Methods of communication 1035 (b)(4) 1. Primary 2. Secondary		425 (e) (1) (D) Communications used in a response	050 (14) Communications system 050 (15) (b) Central Communications post	150 (14) Communications 150 (15) (b) Central Communications post	818.02 (h) (1), (2), (4) Notification procedures
D. Information to provide 1035 (b)(5)	2.3 Coastal State Report 2.6 National and Local Coordination	307 (c) Discharge Report Contents	Covered elsewhere	015 (1) (d) Immediate notification	818.02 (h) (4) Notification checklist
E. List of additional contacts 1035 (e)		See notification checklist in IV. A	See notification checklist in IV. A	See notification checklist in IV. A	818.02 (h) (1) & (2)
1. Insurer 1035 (e)(3)		See notification checklist in IV. A	See notification checklist in IV. A	See notification checklist in IV. A	818.02 (h) (1)
2. Local agent 1035 (e)(4)		See notification checklist in IV. A	See notification checklist in IV. A	See notification checklist in IV. A	818.02 (h) (1)
3. Oil spill removal organization (AMPD, MMPD, WCD) 1035 (e)(5), 1035 (i)(5)		425(e) (1)(E)(ii), 445 (i) Notification of Response Action Contractors	050 (8) (a) & (b) Response contractor identification 050 (12) Response personnel 050 (13) Response equipment 050 (21)(d) & (22)(d) Location & access to non-mechanical recovery equipment 050 (31) Logistical resources in area	150 (8) Response Contractors 150 (12) Response personnel 150 (13) Equipment 150 (14) Communications 150 (21) (d) Dispersant supplies 150 (22) (d) In situ burn supplies 150 (30) Logistical resources	818.02 (h) (2) (A) Immediate OSRO notification 816.02 (c) (3) (B) Identification of OSROs
4. Salvage, firefighting, and lightering 1035 (e)(6), 1035 (i)(6), 1035 (i)(9)		027 (a), 037 (a), 425 (e)(1)(F)(viii), 445 (d)(6) Lightering	050 (17) (a) (i) firefighting	150 (17) (a) (A) firefighting	818.02 (e) (5) (B) 10. – 12. Appropriate equipment 818.02 (h) (3) Call out of additional resources 818.02 (h) (1) Notification
5. Spill management team 1035 (e)(7)	3.4 Public Affairs	See notification checklist in IV. A , plus 425 (e) (3) (C) Command system	See notification checklist in IV. A, 050 (7) Spill response organization 050 (12) Response personnel	See notification checklist in IV. A 150 (7) Spill Response system 150 (12) Response personnel	818.02 (h) (1) (A) & (C) Notification
F. Persons to call for stability and stress assessment 1035 (b)(6), 1035 (c)(11)	2.4 Persons to be Contacted	See notification checklist in IV. A	See notification checklist in IV. A	See notification checklist in IV. A	818.02 (e) (5) (B) II Identification of salvage company 818.02 (h) (1) (A) & (C) Notification 818.02 (h) (3) Additional resources

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33 CFR Part 155	Regulation 26	18 AAC 75	317-10 WAC	OAR 340-47	CCR Title 14.1.4.3.3 Section 815 – 820.01
V. Shipboard spill mitigation procedures					
A. Operational spill procedures 1035 (c)(1)	2.5 Steps to Control Discharge	425 (e) (1) (E), 445 (c) Deployment strategies 425 (e) (1) (F), 445 (d) Response Strategies	050 (7) Spill response organization 050 (10) Spill detection 050 (16) Flowchart, decision tree, checklists 050 (17) (b) Plan holder's role 050 (18) Vessel personnel's initial response 050 (19) Spill containment and removal 050 (20) Initial deployment	150 (7) Spill Response System 150 (10) Spill detection 150 (16) Response flow chart 150 (17) (b) Plan holder's role 150 (18) Damage control 150 (19) Deployment & Removal 150 (20) Response time/Initial Deployment	818.02 (c) (2) (B) - (C), (F) 7 (E)Prevention measures 818.02 (g) (4) & (5) Response procedures 818.02 (c) (1) (A) & (B) Prevention Measures 818.02 (e) (5) (C) 1. & 2. On Water Equipment and Services
B. Casualty procedures 1035 (c)(2)	2.5 Steps to Control Discharge	Covered in IV. A	Covered in A. above	Covered in A. above	818.02 (g) (4) & (5) Response procedures 818.02 (c) (1) Prevention Measures 818.02 (e) (5) (B) 11. & 12. On water equipment and services
C. Discharge removal equipment deployment for deck spills 1035 (c)(3)	2.5 Steps to Control Discharge	425 (e) (1) (E), 445 (c) Deployment 425 (e) (1) (F), 445 (d) Response Strategies	050 (16) Flow Chart 050 (18) Vessel personnel's initial response 050 (19) Spill containment and removal	150 (7) Spill Response System 150 (16) Response flow chart 150 (18) Damage control 150 (19) Containment	818.02 (c) (1) (A) & (B) Prevention Measures 818.02 (g) (4) & (5) Response Procedures
D. Internal transfer procedures 1035 (c)(4)	2.5 Steps to Control Discharge	425 (e)(1)(F)(viii), Transfer of oil Also see IV. A	Covered in A. above	Covered in A. above	818.02 (c) (1) Prevention Measures 818.02 (g) (4) & (5) Response procedures 818.02 (e) (5) (B) 8. On water equipment and services
E. Ship-to-ship transfer procedures 1035 (c)(5)	2.5 Steps to Control Discharge	425 (e)(1)(F)(viii), 445 (d)(6) Transfer of oil	Covered in A. above	Covered in A. above	818.02 (c) (1) Prevention Measures 818.02 (g) (4) & (5) Response procedures 818.02 (e) (5) (B) 10. On water equipment and services
F. Location of vessel plans 1035 (c)(11), 1035 (j)(4)-(9)	2.5 Steps to Control Discharge	465 (a) (2) Proof of approved plan	075 (1) Copy of plan at central location 075 (2) Field Document	210 (1) (2) Plan access and field document	818.02 (b) (1) (A) Vessel description 818.02 (g) (5) Response procedures 818.02 (e) (5) (B) 11. On water equipment and services
	Section 3 Non-Mandatory Provisions				
G. Emergency towing 1035 (c)(6)		027 (f), 037 (f) Tow Line	Covered in A. above	Covered in A. above	818.02 (g) (5) Response procedures 818.02 (e) (5) (B) 11. On water equipment and services

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H. Location of shipboard spill mitigation equipment and procedures for use 1035 (c)(7)	3.3 Response Equipment	425 (e)(1)(H) Vessel diagrams 425 (e)(3)(F) Response equipment 445 (g) Response equipment	Covered in 050 (13), but does not satisfy all parts of 050 (13)	150 (18) Damage control	818.02 (g) (5) Response procedures 818.02 (e) (5) (B) 9. On water equipment and services 818.02 (e) (5) (C) 1. & 2.
I. Record keeping and sampling procedures, if any, for crew 1035 (c)(8)	3.5 Record-keeping	007 (h) Record keeping requirements	050 (10) Spill detection & documentation	150 (10) Spill detection and documentation	Not specifically covered
V. J. Crew initiation of response 1035 (c)(9)		425 (e) (1) (E) Deployment strategies 425 (e) (1) (F) (v) Exclude oil from sensitive areas 425 (e) (3) (J) Discharge tracking	050 (7) Spill response organization 050 (11) (c) Incident categorization 050 (16) Flowchart, decision tree, checklists 050 (17) (b) Plan holder's role in initial response 050 (18) Vessel personnel's initial response 050 (20) Initial deployment	150 (7) Spill Response system 150 (11) (c) Incident category 150 (16) Response flow chart 150 (17) (b) Plan holder's role 150 (18) Damage control 150 (19) Containment 150 (20) Response time	818.02 (g) (4) & (5) Response procedures
K. Stress & Stability Considerations 1035 (c)(10)		027 (a), 037 (a), 425 (e) (1) (F) (viii) Lightering	050 (18) (a) & (b) Methods to achieve stability	Covered in V. A. above	818.02 (g) (5)
VI. Shore-based response activities		425 (e) (3) (C) Command	050 (7) Spill response organization 050 (8) Primary response contractor 050 (15) Command site selection 050 (16) Flowchart 050 (17) (b) Plan holder's role 050 (19) Containment and removal 050 (24) Interim waste storage	150 (7) Spill Response system 150 (8) Contractors 150 (15) Response operation sites 150 (16) Response flow chart 150 (17) (b) Plan holder's role 150 (19) Containment 150 (24) Interim waste storage	
A. QI responsibilities and authority 1035 (d)(1)		007 (b), (d) Compliance with other agency laws 425 (e) (3) (C) Command	050 (7) Spill response organization 050 (12) (a) Position descriptions	150 (7) Spill Response system 150 (12) (a) Job descriptions	818.02 (a) (2) Qualified individual 818.02 (g) (1) & (6) Spill Management Team 818.02 (h) (2) Notification procedures
B. Transfer response direction from ship to shore 1035 (d)(2)		425 (e) (3) (C) Command 425 (e) (1) (E) Deployment	050 (7) Transfer of authority 050 (15) Central Command post 050 (16) Flowchart & checklists	150 (7) Spill Response system 150 (16) Response flow chart 150 (15) Response operations	818.02 (g) (3) Flowchart
C. Coordination with FOSC 1035 (d)(3)	2.6 National and Local Coordination	425 (e) (3) (C) Command	050 (7) Response Organization 050 (9) Relation to local, state, federal emergency plans	150 (7) Spill Response system 150 (9) Relationship to other plans	818.02 (g) (1) & (6) Spill management team
D. Organizational structure 1035 (d)(4) (can be fulfilled by citing NIIMS/ICS)		425 (e) (3) (C) Command	050 (7) Response organization 050 (9) Relation to local, state, federal emergency plans 050 (12) Response personnel	150 (7) Spill Response system 150 (9) Relationship to other plans 150 (12) Response personnel	818.02 (g) (1) Spill management team
E. Responsibilities of SMT positions 1035 (c)(5) (can be fulfilled by citing NIIMS/ICS)		425 (e) (3) (C) Command	050 (12) (a) Position descriptions	150 (12) (a) Job descriptions	818.02 (g) (1) Response procedures

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VII. Training and Exercise procedures 1035 (f)-(g)	3.7 Plan Testing	425 (e) (3) (I) Response Training 445 (j) Training 485 Discharge exercises 027 (b), 037 (b) Vessel person responsible for training 007 (d) & (h) Prevention training	050 (12) (d) Response team training 050 (25) Health & Safety procedures 050 (27) Drills, exercises, and call out procedures 070 (1) & (2) Drill requirements	150 (12) Response personnel 150 (25) Health & Safety 150 (27) Drills & Exercises 200 Drills & Inspections	818.02 (k) Training 8198.02 (l) Drills and Exercises 820.01 Drills & Exercises – Evaluation & Credit
VIII. Plan review and update procedures 1035 (h)	3.6 Plan Review	405 Pre-application procedures 410 Application Approval 415 Plan amendment 420 Application for Renewal 425 (a) Usable working plan	050 (5) Plan update procedures 050 (26) Post spill review procedures 080 Plan update timeline	150 (5) Plan updates 150 (26) Post spill review 180 Plan submittal 210 Plan maintenance & use 220 Plan update timeline	816.03 (g) Appeals 816.05 Plan updates 818.02 (g) (7) Post spill review
IX. Geographic-specific appendices 1035 (i)		425 (e) (3) (A) (iii) Transportation routes 425 (e) (3) (J), 445 (d) (4) Protection of environmentally sensitive areas	050 (4) (a) & (b) Geographic area and vessel operations covered by plan 050 (12) (c) Pre-positioned personnel 050 (17) (a) (i) (ii) Peripheral government authorities 050 (23) Environmental protection 050 (28) Spill prevention measures 050 (29) Spill risk variables 050 (30) Environmental variables 050 (32) Response Scenarios	010 (18) & (36) (c) Definitions 150 (1) (d) (B) & (C) Local operations 150 (4) (c) Possible spills 150 (12) Response personnel 150 (17) Local, state, and other authorities 150 (23) (b) Sensitive area protection 150 (28) (b) Risk variables 150 (29) Environmental variables 150 (31) Scenarios	816.01 (a) (3) (C) 816.02 (c) (3) (A) & (B) Geographic specific approach 818.02 (a) (2) Identification of QI 818.02 (b) (10) (B) Description of product 818.02 (d) (1) (A) Normal routes of travel 818.02 (e) On-water containment and recovery 818.02 (f) Shoreline protection and cleanup 818.02 (h) (1) (B) Notification 818.02 (h) (2) (A) Notification
X. Vessel specific appendices 1025 (j), 1035 (a)(1)	3.2 Plans and Diagrams	425 (e) (1) (H) Vessel related information 425 (e) (3) (A) (iii) & (iv) Vessel specific transportation routes	050 (1) (a) & (d) Plan holder name, address, etc. 050 (16) Flowchart, decision tree, checklists 050 (29) Spill risk variables	150 (1) (a) Plan holder information 150 (1) (d) (B)&(C) Vessel information 150 (16) Response flowchart 150 (28) (b) Risk variables 150 (32) Financial responsibility	818.02 (a) (1) (A) & (D) Vessel information 818.02 (b) (1) (A) & (B) Vessel description 818.02 (e) (1) (2), & (3) On Water Response Planning Volume 818.02 (f) (1) & (2) Shoreline response planning volume

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XI. Additional Appendices To Cover Additional State or USCG Elements as listed: 1030 (c) 1035 (d) - (n)		425 (e) (1) (F) (ix) Transfer & storage of recovered oil 425 (e) (1) (F) (x) Temporary storage and disposal of oil and solid wastes 425 (e) (1) (F) (xii) Shoreline cleanup plans 425 (e) (1) (G), 445 (h) Nonmechanical response options 425 (e) (2) Spill Prevention Plan 425 (e) (3) (A) (v) Loading and Transfer Operations 425 (e) (3) (D), 445 (f) Realistic maximum response operating conditions 425 (e) (3) (E) Logistical support 425 (e) (4) Best Available Technology 007, 027 Spill Prevention Also Review: 307 Discharge reports 337 Adequacy of cleanup 425 (e) (3) (L) Bibliography 425 (e) (3) (K) Additional information 430, 438, 440 Response Planning Standards	050 (6) Strategy to ensure use of plan 050 (21), (a) - (c) Dispersant capability 050 (22), (a) - (c) In Situ Burn capability 050 (33) Glossary Also Review: 317-10 - 010 through 085: Other regulations governing vessel contingency planning	150 (6) Implementation strategy 150 (21), except (d) Dispersants 150 (22), except (d) In situ burning 150 (23), except (b) Environmental protection 150 (24) Interim storage 150 (25) Health & Safety 150 (28), except (b) Risk Variables 150 (33) Glossary Also Review: 340-47-100 to 140, and 170-230: Other regulations governing vessel contingency planning	818.02 (c) Prevention Measures (except (2) (B) & (C) which are covered above) 818.02 (i) Temporary Storage 818.02 (j) Wildlife rehabilitation requirements Also Review: 815.05 Definitions 815.07 General planning requirements 816. Plan Submittal, Review, and Approval requirements 819 Approval Process for primary response contractor 816.02 Plan Format
Cross-Reference Guidelines 1030 (g)		425 (d) (4)			816.02 (d) (1) Cross reference list